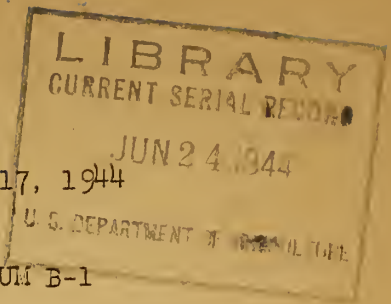


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WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D. C.



June 17, 1944

CIVILIAN FOOD REQUIREMENTS BRANCH MEMORANDUM B-1

Revision 1

To: Regional Directors  
From: Leonard R. Trainer, Assistant Chief  
Subject: Community Food Preservation Program

*Leonard R. Trainer*

Director's Memorandum No. 63, dated November 4, 1943, outlines the basic objectives of the Community Food Preservation Program and contains the authority for carrying out the program.

Regional offices, through their Civilian Food Requirements Division, will assume the responsibility for developing the food preservation program within the districts in accordance with program policy, instructions, and procedures set forth by the Civilian Food Requirements Branch. The purpose of this memorandum is to outline basic program functions and policies within the framework of the Director's Memorandum and in accordance with recent developments of our community food preservation activities.

Program Objectives

The Office of Distribution is encouraging the development of community food preservation centers as a means of effecting conservation of fresh fruits and vegetables and of improving the diets of large groups of civilians by making it possible for them to have foods of high nutritive value throughout the year.

This program also supplements price support activities of the Office of Distribution by providing effective outlets which do not interfere with normal channels of trade. Corollary to this activity is the effective utilization of foods in local abundance, including victory garden produce, without direct purchase or diversion by the Office of Distribution.

Cooperation with Other Agencies

The development and operation of adequate national, State, and local community food preservation programs require close cooperation with a number of federal and state agencies. On this subject the following statement, contained in the report of the Committee on Community Canning Centers which was adopted by the Extension Service Conference on Home Food Preservation held in Chicago, Illinois, January 13-15, 1944, and endorsed at the National Community Food Preservation Conference held in Peoria and Pekin, Illinois, January 17-28, 1944, is pertinent:

"In order to make their maximum contribution to the war food program, the Committee feels that all agencies...should assist in the organization and development of community food preservation programs wherever there is clearly a local need for and interest in such a program. Generally, there is a need for a definite plan of interagency coordination in this field, for a comprehensive training program, for consistency of educational materials...., and for systematic planning and channeling of program operation to and from interested communities."

In working with other agencies, recognition must be given to their interests and respective areas of responsibility and it must be born in mind that our activities should supplement and not supplant those of other agencies.

In line with the foregoing statements, regional and district representatives of the Office of Distribution should examine their relationships with all interested agencies and groups. Where a working relationship has not been established, they should take the initiative and inform such agencies and groups of the availability of their services, and if feasible encourage cooperative planning to meet the total needs of the program.

#### Washington Office Functions

The Washington responsibility for carrying out the program within this Branch shall rest with the School Lunch and Food Preservation Division. The functions of that Division in this connection shall be as follows:

1. Program Formulation -- The School Lunch and Food Preservation Division will develop program policies, standards, and procedures in close collaboration with the Washington offices of other agencies and organizations interested in Community Food Preservation such as the Extension Service, the U. S. Office of Education, the Farm Security Administration, the Bureau of Human Nutrition and Home Economics, the National Canners' Association, and other national organizations. Field contacts with the Washington offices of these agencies will therefore be made only through the School Lunch and Food Preservation Division.

In the formulation of programs and procedures, it will be our policy to submit them to regional offices for review and comment before their final adoption.

2. Preparation of Technical Information -- The School Lunch and Food Preservation Division will develop technical material to be used by the Office of Distribution field personnel and will make such material available to other interested agencies and groups. Such material shall include operating manuals, plant layout drawings, equipment installation and construction drawings, processing charts and procedures, and visual aid materials. It will be the policy of this Division to issue only such material as may be considered "standard" and acceptable to at least a majority of the other interested agencies, and recognized research organizations, and that will be considered as representing the policy of the Department in the technical phases covered. In view of this, no deviation from such material shall be made by field personnel without clearance with the Washington office. Technical material prepared by regional food preservation specialists or secured from sources other than the Civilian Food Requirements Branch for general release shall also be cleared with this office.



In assembling data for the preparation of technical material, it will be the policy for members of the Washington staff of the School Lunch and Food Preservation Division to make contacts with manufacturers, universities, and research laboratories. Where such field contacts are made the regional offices concerned will be advised.

3. Technical Field Service -- Food preservation specialists of the School Lunch and Food Preservation Division will continue to assist in regional, State, and local training conferences and provide other technical services at the request of Office of Distribution regional offices. Where requests for assistance are received in the Washington office from other agencies, such requests will be referred to the appropriate Office of Distribution regional offices. While the Washington staff is anxious to be of maximum service, it is felt that requests for assistance should be handled insofar as possible by regional personnel.
4. Assistance in Securing Supplies of New Equipment for Community Food Preservation Centers -- The School Lunch and Food Preservation Division will continue its efforts to see that adequate supplies of equipment are available for community food preservation centers. It is the responsibility of the War Food Administration to act as "claimant agency" before the War Production Board to secure food processing equipment for all centers other than those sponsored by educational institutions, hospitals, charitable institutions, and governmental agencies where food is processed solely for use by the institution or agency.

The Division will maintain liaison with manufacturers in an effort to see that equipment is produced in the quantities and types, and within the time limits, best suited to the needs of community food preservation. It is expected that regional and district offices will secure from manufacturers catalogs, price lists, and specifications of various items of equipment both for their own information and for that of program sponsors. In their contacts with manufacturers, however, field offices should be careful to avoid giving the impression that their products are being endorsed by the Office of Distribution or that the Office of Distribution is requesting the manufacture of equipment or guaranteeing its sale.

Office of Distribution field offices should keep in close touch with equipment needs and requirements and be prepared to furnish the Washington office with such data to be used in presenting annual requirements.

5. Preparation of Operating Instructions and Procedures -- From time to time additional Civilian Food Requirements Branch memoranda will be issued on specific operating procedures and policies. Memoranda already released, or in process, include:
  1. Community Food Preservation Program (B-1)
  2. Standards for Community Food Preservation (B-2) (To be supplemented)
  3. New Canning Equipment for Community Food Preservation Program (B-3)
  4. Organization of and Participation in Regional, State and Local Training Workshops
  5. Community School Lunch Canning Program (B-4)
  6. Related Programs of Other Agencies

### Regional Office Functions

Regional Civilian Food Requirements Divisions will be responsible for developing and administering this program in the field in accordance with policies and instructions issued by the Civilian Food Requirements Branch. In the present stage of program developments the following should comprise the major functions of regional divisions:

1. Analyze existing organization and facilities for community food preservation in each state in order that services of the Office of Distribution may be directed primarily to those areas not adequately serviced by other agencies and to problems which the Office of Distribution is equipped to solve.
2. Supervise all work of district personnel in connection with community food preservation.
3. Furnish, at the request of district offices, or of State and local organizations and program sponsors, technical assistance and information in connection with the establishment and operation of community food preservation centers. Advice and assistance on technical matters is exclusively a function of regional offices with the exception of such services as they may delegate to Office of Distribution personnel in district offices.
4. Assist in and/or cosponsor regional, State, or local training workshops.
5. Encourage the establishment of master training units in educational institutions in states where programs are developed to the extent that would justify such units, and assist in planning such units and in training supervisors responsible for their operation.
6. Encourage State universities and other agencies to conduct spoilage clinics and research activities designed to improve processing methods and prevent food losses.
7. Review all agreements between the Office of Distribution and sponsors of school lunch canning programs and inspect such centers when necessary for the purpose of checking on compliance with terms of agreements.
8. Review and approve all applications (Forms WPB-576) for priority assistance in connection with the purchase of new food processing equipment.
9. Maintain liaison with regional offices of other Federal agencies interested in community food preservation, and with War Production Board regional offices on matters pertaining to priority procedures and regulations not cleared through the Washington office.
10. Where appropriate, and in cooperation with the regional Marketing Reports Section, prepare and release to field offices publicity regarding Office of Distribution activities in connection with community food preservation.

This memorandum supersedes Branch memorandum Number B-1

Attachment



(Attachment)

#### District Office Functions

In carrying out the objectives and policies outlined in Branch Memorandum B-1, (Revised), regional offices may find the following suggestions helpful in setting up the functions to be performed by District offices:

1. Maintain liaison with all interested State agencies, organizations, universities, and program sponsors for the following purposes:
  - (a) To advise them of services and information available through the Office of Distribution;
  - (b) To keep informed of developments and needs of the program and transmit this information to regional offices;
  - (c) To assist in the negotiation of arrangements for and administration of the school lunch indemnity canning program or other related activities.
2. Maintain liaison with commercial organizations such as State Cannery Associations, and with agricultural groups and committees, concerned with food production and preservation.
3. Participate in, and where necessary encourage the organization of state and local food preservation committees.
4. Compile, maintain, and analyze information regarding community food preservation activities within the district -- with particular emphasis on facilities available for the processing of Section 32 commodities -- and transmit this information to regional offices.
5. Under the direction of the regional office, cosponsor, assist in or attend State or local training workshops.
6. Disseminate information regarding availability of new equipment and review and approve priority applications.
7. Negotiate, review and approve school lunch canning agreements, and inspect participating centers.
8. Encourage the inauguration of community food preservation centers as an adjunct of school lunch programs, or where local supplies of produce warrant such action.

#### State and Local Food Preservation Committees

In a program involving the combined efforts of several agencies and organizations, interagency State and local committees are often the best means of securing necessary cooperative action. Existing committees such as the State-wide school lunch committees or the State Nutrition Committees may be in a position to include community food preservation among their activities. Where field representatives find it desirable to participate in or encourage the establishment of such committees, in line with the policies and suggestions outlined in the preceding paragraphs of this memorandum, it is suggested that they be assigned the following functions:

- (1) Provide plans and recommendations in keeping with the needs of a given State or community;

- (2) Assist in the training of supervisory personnel to operate Community Food Preservation centers; if possible, through demonstration projects;
- (3) Aid in securing appropriate publicity for the Community Food Preservation Program;
- (4) Keep program sponsors supplied with current information on food preservation and processing;
- (5) Furnish technical guidance and direction on approved food preservation methods and techniques;
- (6) Help sponsors to select types of equipment and facilities best suited to the food preservation centers under consideration;
- (7) Make joint recommendations to respective regional and Washington offices regarding needs for technical service and information.